

DATE: 12 April 1956

- ### a. Clerical Training

b. Basic Orientation

c. Management Training

(2) Basic Management #23 (GS-11 - GS-13) was concluded on 6 April, with 20 students.

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Basic Supervision #18 began on 9 April with 18 students,
GS-9 - GS-11.

(3) At the request of LETS and the Administrative Staff, [] visited the Cornell campus on 30 and 31 March. His immediate task, to secure consideration of two Agency nominees for the Executive Development Program held on the campus during the summer, was carried out. In addition, [] was able to study the content, purpose, and direction of two management training programs held on the Cornell campus. Ultimately it will be possible to offer some basic guidelines to the OTR committees which are charged with the responsibility of selecting Agency personnel for sponsored external management training. A first step in this direction will be a report from Management Training through the Chief, Basic School to the Chief, LETS, on the content of these courses and their relevance to Agency management training needs.

d. Orientation and Briefing

(1) On 3 April, the Chief, OB, attended the Intelligence Advisory Committee Meeting. Of particular interest to OTR is the fact that during the meeting Mr. Sherman Kent, AD/ONE, told the IAC members about the development of intelligence literature and asked them to give consideration to making contributions.

(2) A request was received from the Department of State for the Chief, OB, to conduct another special program for the Junior Foreign Service Officers. This program will be conducted on Wednesday, 18 April, on our premises.

(3) On 10 April, the twentieth CIA Review was conducted, with an audience of 15.

e. Administrative Training

(1) [] has indicated that the rough drafts of the Trade-craft Handbook written by [] will be available for reproduction at the end of this week.

(2) [] SSA/DDS, brought in a review and outline of the planned cable refresher course for DD/S personnel. [] will confer with [] of the Signal Center, coordinating our contribution to the course. It is planned that instruction will be presented separately to each DD/S component; therefore, cable problems will have to be tailored to fit each group. The first of these four-hour cable sessions will begin 1 May and continue on a weekly basis through June 1956, with a maximum enrollment of 25 students per session.

(3) Arrangements have been made with [] for a joint CSR-Operations Support showing of the film [] in the [] auditorium on 20 April.

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25X1 (4) [redacted] presented lectures in the current Basic Orientation course.

f. Personnel Notes

(1) During the month of May, [redacted] instructor in Clerical Orientation, will be on a vacation trip in Europe. Plans are being made for other instructors in Clerical Training to assist the Chief, Clerical Orientation, during [redacted] absence.

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Chief, Basic School

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